

## Creating Locations

Locations identify ship to, bill to, po default, and asset management addresses. All addresses need to set up in locations.

Navigation: Set Up Financials/Supply Chain > Common Definitions > Location > Location

1. Click **Add a New Value** Tab
2. Select/Verify the SetId (Business Unit).
3. Enter the new location identified. This can be up to 10 digits either alpha, numeric, or both.
4. Click **Add**.
5. Enter a Description (Descr:).
6. Enter the address, phone number, and other information.
7. Click **Save**.